

Recommended Resource List: Time Management

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- *State government employees* should follow the call number link to the [KDLA Catalog](#) and click on the "Make a Request" tab on the right. Complete the form with your name, library card number, and delivery choice. Then click on "Submit Form." Requests can also be made by calling the State Library's Circulation Desk at (502) 564-8300, ext. 337 or (800) 928-7000, ext. 337. Materials can be delivered by messenger mail in Frankfort or by UPS to field/district offices (return postage included).
- *Public Library staff* should use the OCLC Interlibrary Loan system for audiobook and book requests and the [Public Library Visual Materials/Kit Request](#) form for videos and DVDs.
- *Members of the general public* should contact their local public library for interlibrary loan service.

Audiobooks

Blanchard, Kenneth H. **The On-time, On-target Manager** [How a "Last-minute Manager" Conquered Procrastination]. [New York]: Harper Audio, 2003. Call number: [SR CD 658.4093 Blan](#)

Covey, Stephen R. **Focus—Achieving Your Highest Priorities**. Salt Lake City: Franklin Covey, [2003]. Call number: [SR CD 650.1 Cove](#)

Covey, Stephen R. **The 7 Habits Mastery Series**. Niles, IL: Nightingale Conant, 2003. Call number: [SR CD 158.4 Cove](#)

Tracy, Brian. **Eat That Frog: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time**. 2nd ed. Auburn, CA: Audio Partners, 2006. Call number: [SR CD 640.43 Trac](#)

Books

Dittmer, Robert E. **151 Quick Ideas to Manage Your Time**. Franklin Lakes, NJ: Career Press, 2006. Call number: [650.11 Ditt](#)

Forster, Mark. **Do It Tomorrow: and Other Secrets of Time Management**. London, [England]: Hodder & Stoughton, 2006. Call number: [650.11 Fors](#)

Hoover, John. **Time Management: Set Priorities to Get the Right Things Done.** New York: Collins, 2007. Call number: [650.11 Hoov](#)

Lawson, Ken. **Successful Time Management.** Hauppauge, NY: Barron's, 2007. Call number: [650.11 Laws](#)

Lloyd, Sam R. **Achieving Life Balance: Taking Action for a Better Life.** Boston: Course Technology, 2005. Call number: [158.1 Lloy](#)

Mancini, Marc. **Time Management: 24 Techniques to Make Each Minute Count at Work.** New York: McGraw-Hill 2007. Call number: [650.11 Manc](#)

Morgenstern, Julie. **Never Check e-mail in the Morning: and Other Unexpected Strategies for Making Your Work Life Work.** New York: Fireside Book, 2005. Call number: [658.4093 Morg](#)

Novak, Jamie. 1000 best quick and easy time-saving strategies. Naperville, IL: Sourcebooks, 2007. Call number: [640.43 Nova](#)

Russell, Gary F. **Big Rocks: Balancing Life & Work.** Sausalito, CA: LifeStyle Press, 2005. Call number: [158.1 Russ](#)

Tracy, Brian. **Eat That Frog!: 21 Great Ways to Stop Procrastinating and Get More Done in Less Time.** 2nd ed. San Francisco: Berrett-Koehler Publishers, 2007. Call number: [640.43 Trac](#)

Videos/DVDs

Get Organized --and Stay Organized: the 7-day Plan for Putting Your Work Life in Order. 22 min. Briefings Publishing Group, 2002. DVD. Call number: [VC DV 650.11 Get](#)

The New Time of Your Life. 21 min. LearnCom, [2003]. DVD. Call number: [DV 650.11 New](#)

The New Time of Your Life. 21 min. LearnCom, [2003]. Video. Call number: [VC 650.11 New](#)

Time Challenged. 20 min. CRM Learning, 2002. Video. Call number: [VC 650.11 Time](#)

Time Management: Getting Things Done. 120 min. College of DuPage, 2003. Video. Call number: [VC 650.1](#)

Websites

http://www.sba.gov/smallbusinessplanner/manage/makedecisions/SERV_MAKETI_ME.html

Making Time from the Small Business Administration offers suggestions to managers interested in managing time for personal and business growth. Last accessed on October 22, 2008.

http://www.managementhelp.org/prsn_prd/time_mng.htm

Time Management offers information with links to web articles and other websites. This information was assembled by Carter McNamara, PhD for The Management Assistance Program for Nonprofits (St. Paul, MN). Last accessed on October 22, 2008.